

Reference: Year End Report (10/01/2009 - 12/31/2009)

Inquiry of February 25, 2010

Missing Employment Information Provided In Amended Report For The Above Period.

Procedures For Requesting Employment Information:

At least three attempts are made to collect employment information (which is on-going) in the following manner:

A- All contributions forms/envelopes are either mailed with each solicitation request or given out at public fundraising events at the point of solicitation.

B- At public fundraising events announcements are made requesting completion of the donor's information (full name, address, employment information) on the designated contribution form (see below). Campaign staff, or agents are made available to provide assistance in completing the contribution forms and the collection of this information.

C- A first attempt to collect missing employment information is made by either a telephone call or email at the time when these forms ""contribution forms"" are received with their contributions, when that type of information (telephone number / email address) is available for follow-up. This is normally done within three (3) business days of receipt of the initial contribution (from public events or mailed contributions). A second attempt is made within ten (10) days of the office's receipt of contributions that are missing information by local fundraising staff who log in the fact in the donor's contribution file ""that employment or other information is missing"" - (for future follow-up).

D- A follow-up letter (see below) is mailed at the thirty (30) day mark along with another contribution form requesting the missing information.

E- As collecting this missing employment information is an on-going effort which is data entry upon receipt of new information. Notes are made in the donors file by local fundraising staff and reported in amended statements during the reporting cycle.

F- All of our contribution forms contain the informational disclaimer and the written request for the full contributor's information. This is done from the point of the original solicitation of the contribution, to the follow-up letters.

Other Attachments:

Forms: Contribution Form

CLARKE FOR CONGRESS

Yes, I want to support Clarke for Congress!

My check for \$_____ is enclosed.
